



**Improvement and Grading Plan
Pre-Review Meeting Request Form
Page 2**

MEETING REQUEST SUBMITTAL

Please return this form with the permit application package to: DPW Land Development, Customer Services Counter, Attn: Lary Lyle, Department of Public Works, 5201 Ruffin Road Suite D, San Diego, California 92123-1666 or by fax to (858) 279-7020.

Pre-Review Meeting will generally take place within 2 weeks from receipt of this form and application. The DPW Plan Processor to whom the project is located or received will contact the Engineer-of-Work within five (5) working days of receipt of this form to schedule the meeting. The plan review process will not begin until after the conclusion of the meeting.

FINANCIALLY RESPONSIBLE PARTY

I, the undersigned, as financially responsible person for the Conceptual Design Pre-application meeting, understand that I must bring a blank check payable to "COUNTY OF SAN DIEGO," Visa, or Mastercard to the scheduled meeting because all charges are due and payable at the conclusion of the meeting. I understand that if I arrive for a meeting without means to pay, the meeting will be rescheduled and will be responsible for any cost incurred by County Staff.

Name (if different from Requestor) _____

Mailing Address _____

Phone Number _____ E-mail Address _____

Date

Signature (**Required**)

FOR STAFF USE ONLY

KIVA Pre-App # _____ Date of appointment _____ Time _____

DPW Staff _____ DPW Project Manager _____